ENGINEERING AND RELATED SERVICES
AUGUST 5, 2011

STATE PROJECT NO. H.004782.2
F.A.P. NO. DE-3707(508)
LA 143 – US 165 CONNECTOR AND
OUACHITA RIVER BRIDGE
OUACHITA PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Quang Nguyen

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform the environmental analysis, evaluation, and documentation of the social, economic, and environmental impacts of all alternatives, including the No-Build alternative in order to prepare an Environmental Impact Statements (EIS) and other related documents for the project, in accordance with the National Environmental Policy Act (NEPA), as amended, and the Federal Highway Administration's regulations and guidelines.

The Louisiana Highway 143 (LA 143) to United States Highway 165 (US 165) Connector project is a new transportation facility aimed to provide:

• A new Ouachita River Bridge crossing north of the urbanized city limits of Monroe and West Monroe in Ouachita Parish, Louisiana,
• A reduction in traffic congestion on existing Ouachita River Bridge crossings north of Interstate 20 (1-20) (Louisville Avenue and Desiard Street) in an effort to move people and goods more efficiently across the Ouachita River and within rural portions of Ouachita Parish north of I-20.
• A segment/portion of independent utility of a future-planned, complete roadway loop around the cities of Monroe and West Monroe to service the growing needs of the area (segment that could be implemented to serve a purpose by itself, as well as for an overall loop).

• And linking the rural transportation needs across the Ouachita River without having to travel south through the densely populated and congested roadway infrastructure system of both Monroe and West Monroe.

The consultant will study all build alternatives, along with the No-build alternative, covered under the July 2008 Stage 0 Report. In addition, up to one (1) additional build alternatives will be evaluated by the Consultant in the EIS. The total distance for the project is approximately 7 miles.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stage and Parts:

Stage 1: Planning/Environmental
Part II: Line and Grade Study
Part III: Environmental Evaluation
(c) Environmental Impact Statement (EIS)

The selected Consultant Team will provide all services required to conduct a Level 1 Toll Study, Line and Grade Study (for the Preferred Alignment), and to provide an Environmental Impact Statements, resulting in Records of Decision. This will include the analysis, evaluation and documentation of the proposed project alternatives and the selection of a preferred alternative using 2015 as the implementation year and 2035 as the design year. As needed surveying, data collection and line and grade studies for the selected alternative shall be developed to a sufficient level of detail to obtain the EIS(s) or Records of Decision.

ENVIRONMENTAL IMPACT STATEMENTS

The EIS will be prepared in accordance with the requirements of the latest amended edition of the National Environmental Policy Act (NEPA) and written in accordance with the current applicable Federal Highway Administration (FHWA) technical advisory and guidance addressing the potential social, economic and environmental impacts of the proposed highway.

The following meetings between the DOTD and the Consultant Team will be held:

1 A Kickoff Meeting will be held after the Notice To Proceed (NTP) has been issued to discuss schedules, invoices and procedures.
2 The Consultant Project Manager will schedule at least one meeting with the Environmental Engineer Administrator prior to any scheduled Public Meeting or Public Hearing to discuss advertisements, notifications and public involvement procedures.
3 The Consultant Project Manager shall schedule monthly status meetings with the Project Review Team.

The Consultant Project Manager will:

1 Assist the DOTD in the coordination with the municipalities, local authorities, Regional Planning Commission (RPC), Parish Governments, elected officials, and federal and state agencies affected by the project. The Environmental PM shall be consulted and briefed on all meetings and correspondence resulting from these efforts.
2 Involve the DOTD, through the Environmental PM, in all decisions not clearly governed by DOTD policies, and other applicable federal and state laws or environmental guidelines.
3 Furnish all required reproductions, such as graphical exhibits, in duplicates.
4 Submit to the Environmental PM monthly email and written progress reports.
5 Notify the Environmental PM for the EIS one week in advance prior to the beginning of any fieldwork.

Public Involvement:

The consultant shall prepare a draft Solicitation of Views (SOV) for DOTD review and revise the SOV as needed. Upon the Environmental PM approval of the mail-out list, the consultant will distribute the SOV and the consultant shall review and address all responses in the EIS. The Consultant will prepare/submit to DOTD draft notices for the Federal Register.

In open house format, two Public Meetings will be held to obtain public input during the development of the Draft EIS, and one Public Hearings will be held after FHWA approval of the Draft **EIS** for public review.

1 The Public Meeting and Public Hearing will be held in a convenient location in close proximity to the project site. The Consultant Project Manager will be responsible for securing the site and payment of any necessary fees. The consultant shall advertise the notice of the Public Meeting/Hearing in the local newspapers. All exhibits, handouts, and technical presentation in a powerpoint format with voiceover will be supplied to DOTD's Environmental Engineer Administrator for her approval two weeks prior to the Public Meeting/Hearing date.
2 The Prime Consultant will record and transcribe, through a court reporter, the Public Meetings and Public Hearing.
3 The Consultant Project Manager will assist the DOTD in conducting the Public Meeting/Hearing as required by the Environmental Engineer Administrator. The consultant will have knowledgeable informed staff present at the Public Meeting/Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues.

The consultant will compile and update an excel list of addresses/emails of all interested citizens, officials, and agencies. The Consultant Project Manager will also prepare and then mail out bi-monthly press releases, either through emails or postcard/letter, after

approval from the Environmental Project Manager. The purpose of the press releases is to provide the general public with updates on the status of the project.

Items to be addressed in the EIS:

1. Purpose and Need for Action -the Consultant shall assist the DOTD in the preparation and development of a statement detailing the purpose and need for this project. The Consultant shall gather data relative to justifying this statement and alternatives developed.
2. Affected Environment -the Consultant shall evaluate the existing environmental resources in the project area. These resources shall be mapped graphically for use in constraining alternatives developed.
3. Alternatives - The consultant will study all build alternatives, along with the no-build alternative, covered under the July 2008 Stage 0 Report. In addition, up to one (1) additional build alternatives will be evaluated by the Consultant in the EIS as proposed by the public/agencies.
4. Impacts - the Consultant shall evaluate the environmental impacts of all alternatives developed.
5. Wetlands
6. Water Quality
7. Threatened and Endangered Species
8. Natural and Scenic Streams
9. Hazardous and Solid Wastes, including a Phase I Environmental Site Assessment. Additionally, hazardous waste containment will be specifically addressed, including containment of highway runoff on elevated structures.
10. Public Lands
11. Prime Farmlands
12. Land Use
13. Community Impacts/Environmental Justice
14. Economic Impacts
15. Highway Traffic Noise
16. Air Quality
17. Recreational resources (Section 4(f) and 6(f))
18. Historic/Cultural Resources (Section 106 and 4(f))
19. Flood Plains
20. Visual Impacts
21. An estimate of residential and commercial displacements, including disproportionate impacts to minority and low-income populations
22. Permit, Commitments, and Mitigation planning
23. An evaluation on the impacts of the proposed roadway on the existing roadway system and other proposed projects in the vicinity. This includes any crossing to existing railroads and levee.
24. All secondary and cumulative impacts.
25. Opinion of Probable Costs-The Consultant will develop an opinion of probable construction, ROW, and major utility relocation costs for alternatives evaluated in detail in the EIS. Costs developed with this task will be conceptual in nature and

based on existing unit costs agreed upon by LADOTD. Costs of mitigation measures, upon LADOTD's approval, will also be estimated, if measures are specific and data are available.

TASK II. ALTERNATIVES DEVELOPMENT AND SCREENING

2.1 Review Available Studies and Data Collection

The DOTD will provide design plan sheets which include the geometric layouts of the 2 preliminary alternatives examined in the Stage 0 Feasibility Study. These alternatives will be discussed in the environmental document.
Consultant will review the Stage 0 Feasibility study and coordinate with the author as needed.
The Consultant will also review all other historical project information including but not limited to As-Built Plans, field books, past meeting notes, etc., as needed to gain a complete knowledge of the project.

2.2 Confirmation of Design Criteria

The Consultant shall confirm/ refine if necessary the design criteria being used. Elements to include will be; the roadway functional classification, design speed, lane widths, minimum horizontal curvature, minimum side slopes, horizontal clearance distances, minimum vertical clearance distance, maximum roadway grade, minimum length of vertical curves, "K-values" for stopping sight distance for the design speed, width of shoulders, and etc. The Consultant shall prepare a table of design criteria to be included in the report documenting the design criteria that will be used in developing the roadway geometry. The design criteria will be based on LADOTD's minimum design guidelines for the recommended and approved roadway classification (55mph design speed)), American Association of State Highway and Transportation Officials (AASHTO), Roadside Design Guide, LADOTD Roadway Design Procedures and Details Manual, recommendations from LADOTD and etc. The Consultant shall submit the design criteria to LADOTD for review and approval.

2.3 Confirm/Refine Typical Roadway and Bridge Sections

The Consultant shall confirm/refine, if necessary, typical roadway and bridge cross sections. The typical sections vary by location along the proposed route due to traffic volumes, level of service, design criteria selected, access control, median and shoulder treatments, and intersection treatments. The Consultant shall submit the roadway and bridge typical sections to LADOTD for review and approval.

2.4 Confirm/Refine Alternative Designs for EIS

The Consultant shall research, review, refine, and develop, if necessary, the preliminary designs of up to three (3) project alternatives (design alternatives) considered to be reasonable and feasible on the LA143 – US 165 Connector and Ouachita River Bridge . The alternative designs should include but not be limited to

horizontal and vertical geometry, bridge length/span requirements/vertical clearance requirements, an estimate of the construction and right-of-way limits and any other information necessary to fully evaluate the impacts of each alternative.

Vertical Alignments for the preliminary designs included in the feasibility study are provided. A vertical alignment study shall be performed by the Consultant for each project alternative. For each vertical profile, the Consultant shall demonstrate the necessary vertical clearance over the Ouachita River Waterway, various levees within the limits of the project and any railroad crossings.

The Consultant shall investigate the impacts of providing turn lanes on LA 143. US 165 (north and south) and Forsythe Avenue.

The DOTD will review and approve the material provided by the Consultant of the conceptual geometry for the alternatives.

2.5 Utilities/ROW/Hydraulics Review

The Consultant will conduct a site visit of the proposed alternate alignments to identify potential restrictions to construction, existing drainage structures, utilities, and existing roadway geometry; obtain data for labeling base maps; and, determine high water elevations and existing roadway elevations.

The Consultant will contact the utility companies within the project limits to inform them of the status of the current study. The Consultant will work with the companies to identify all utilities and planned utility improvements that may be affected. Major underground privately-owned pipelines will be identified.

Information gathered through the field review, coordination, and research will be shown on the plans and annotated on base maps.

The Consultant will depict right-of-way impacts.
The Consultant will perform a desktop review of existing hydrological and hydraulic conditions.
The Consultant will assess the need to revise or incorporate new drainage structures, and integrate new drainage features into mapping and in files.

2.6 Cost Estimates

The Consultant will prepare a cost estimate for each of the alternative alignments for inclusion in the document, including construction costs, ROW acquisition/relocation costs, and utility relocation costs. Roadway costs shall be based on the DOTD bid items and unit costs. Bridge costs shall be based on the costs per square foot for similar bridge work.
Costs of mitigation measures, upon the DOTD's approval, will also be estimated, if measures are specific and data are available.

2.7 Reasonable and Feasible Alternative Recommendations

The Consultant will make recommendations to the DOTD as to other reasonable and feasible alternatives that should be included in the EIS and those that should be dropped from further consideration. These recommendations will be based on analysis of the alignments, cost estimates for the alignments, alternative construction methods, roadway constructability, and maintenance of traffic and access during construction. The Consultant will prepare a brief comparative analysis of the preliminary alternatives that are found to be reasonable and feasible to evaluate in the EIS. The Consultant will coordinate the alignments included in the EIS with the USACE and other federal and state agencies as appropriate. Up to three preliminary build alternatives will be evaluated in detail for human and natural environmental impacts, preliminary construction costs, and engineering characteristics. The Consultant shall submit the proposed preliminary build alternatives to the DOTD for review and approval. Those alternatives eliminated from further study will be identified and reasons for their elimination will be discussed in the EIS.

2.8 Preferred Alternative Design

The Consultant will prepare a summary report that outlines the alternatives studied in detail along with their advantages and disadvantages. The report will be submitted to the DOTD for the selection of a preferred alternative. A recommended alternative will be made by the Consultant in this report.

2.9 Preparation of Engineering Report and Exhibits for EIS

The Consultant will prepare an engineering report with the findings of the design and engineering analysis, including drainage evaluations and cost estimates of the alternative alignments. Five copies of the report will be submitted to the DOTD for review and comment. The Consultant will then address comments and submit 20 copies of the final report. A pdf file of the report will also be provided.

Additionally, mapping provided in the report and at public meetings will be developed at two scales. For portions of the alignments routed through undeveloped areas, a scale of 1”=300’ will be utilized. For those locations where continuous vertical geometry is provided, a map scale of 1”=100’ will be utilized. The alignment mapping will be plotted over an aerial background photograph base and will be annotated with: existing & required ROW; horizontal geometry; stationing; cross road improvements; major utilities; transportation and land use features; natural environment features; and other call outs sufficient to communicate potential project impacts.

Items to be addressed in the Line and Grade Study:

The consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections

2. Establishment of design criteria (including but not limited to)
    a. Design class and design speeds
    b. Lane widths
    c. Minimum horizontal curvature
    d. Maximum and minimum side slopes
    e. Horizontal and vertical clearances
    f. Maximum roadway grade
3. Factors for design consideration
    a. Alignment development in accordance with Department guidelines
    b. Required lane configuration for an acceptable Level of Service
    c. Develop horizontal geometry
    d. Develop vertical geometry and set minimum roadway grade
    e. Identify major drainage structure locations
    f. Establish approximate Right-of-Way limits
    g. Develop a list of impacted improvements
    h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
4. Horizontal alignment
    a. A preliminary horizontal alignment study will be prepared for the preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance issues. The final refinement to the alignment will be adjusted based on a constructability review. The final alignment should consider:
        i. Existing roadway and bridge conditions
        ii. Maintenance of traffic
        iii. Location of utilities
        iv. Environmentally sensitive areas
        v. Topographical features
        vi. Developed properties
        vii. Urban constraints
        viii. Railroad crossing
    b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
        i. Curve lengths (L)
        ii. Tangent lengths (T)
        iii. Curve radii (R)
        iv. Superelevation rates and transition lengths
        v. Estimated R/W limits
        vi. Control of Access limits (if applicable)
        vii. Intersection and/or schematics
5. Vertical Alignment
    a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.

b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile

i. Vertical grades

ii. P.V.I. locations

iii. Length of Vertical curve (V.C.)

Geometrics

The consultant will be responsible for reviewing the design criteria and geometric layout to determine what changes are necessary to comply with the AASHTO Green Book and the design guidelines signed by the Chief Engineer on December 4, 2009.

The project must be reviewed to determine what revisions are necessary to comply with new guidelines. The consultant will also revise the typical sections and /or vertical alignment to match the appropriate LDOTD design guidelines; this will include either a depressed median and/or a new alignment.

In accordance with directives from the Chief Engineer, the default typical section on multi-lane highways should include a divided median (raised or depressed) instead of a TWLTL. Unless a written design exception/approval has been granted for the inclusion of a TWLTL, the entire length of this project should have a raised or depressed median.

The Stage 0 report classified some section of this project as rural and some section as urban. The consultant will make sure that alternate alignment follows DOTD design guidelines.

Items to be addressed in the Toll Study:

The Consultant team will perform a Level l /feasibility level toll revenue analysis using the existing, approved travel demand model and other available tools.

Items to be addressed in the Traffic Study:

The Consultant will update the existing Traffic Study done in the 2008 Stage 0 Report from the build/design years of 2010/2030 to 2015/2035 for the two (2) original build alternatives and the no-build alternative. Year 2015 traffic volumes will be derived by interpolating between year 2010 and year 2030 volumes used in the Stage 0 Report. Year 2035 traffic volumes will be derived by extrapolating from year 2010 and year 2030 volumes used in the Stage 0 Report. These traffic volumes will then be analyzed by using HCS+ (Highway Capacity Software) at locations similar to those in the Stage 0 Report. For the one (1) additional build alternative, the Consultant will work with the DOTD Transportation Planning Section and/or the Ouachita Council of Governments Metropolitan Planning Organization (OCOG MPO) to develop the 2015 build year and 2035 design year traffic volumes.

Upon completion of the Draft EIS, 10 copies shall be submitted for review by the DOTD, FHWA and cooperating Federal and State Agencies. If revisions are required, 10 copies of the revised Draft EIS shall be submitted for each review needed. 75 copies of the EIS will be submitted when it is approved for public review, including a print-ready original. 75 copies of the transcript of each Public Meeting and Public Hearing will be submitted for distribution. The consultant will submit 10 draft copies of the Final EIS addressing comments from the Public Hearing. 75 copies of the Final approved EIS will be required by the DOTD PM for distribution. The consultant shall mail out the transcripts and DEIS/FEIS up to 50 addresses after approval from the Environmental PM.

All versions of the EIS (draft and final) will be typed, single-spaced, on 8 ½ x 11 inch paper with inside margins of not less than 1 ½ inches wide. All pages will be numbered. After submission of the Draft EIS to the DOTD, no changes will be made in pagination and page format unless directed by the DOTD Environmental Section. Photographs, plans, maps, drawings and text must be clear and cleaned with typed on mechanically lettered captions. Exhibits using the 8 ½ by 11 inch format are preferred; however, exhibits on 8 ½ by 17 inch format, folded to 8 ½ x 11 inch, are acceptable. The Consultant Team will provide the DOTD with a print-ready original of the Final EIS.

Separate wetlands delineation report, including photographs, site maps, soil descriptions and flora reports along with an evaluation of wetlands quality will be submitted. Five copies of the draft report will be required. Five copies of the final approved version will be required in addition to a print-ready original.

A separate Biological Assessment will be required. Five copies of the draft report will be required. Five copies of the final approved version will be required in addition to a print-ready original.

A separate Section 4(f) evaluation may be required. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Act (49 U.S.C. 303) is required. Use of Land and Water Conservation Funds (LWCF) under Section 6(f) will be investigated. If LWCF were utilized, documentation will be provided for the appropriate coordination.

A separate Phase I Environmental Site Assessment (ESA) in accordance with latest ASTM 1527 standard is required that include four components: Records Review for the entire study area, Site Reconnaissance, Interviews and Report.

A separate Cultural Resources Survey (CRS) report, including site maps, site forms, standing structure forms, and recommendations for eligibility for the National Register of Historic Places, will be required. All artifacts will be curated in accordance with the Louisiana Division of Archaeology Standards and Guidelines for curation of archaeological collection.

A separate Air Quality Impact Assessment will be required. OCOG has a travel demand

model that includes Ouachita Parish that can be used to analyze the air quality impacts for the area. The impact on Ouachita Parish will be made utilizing the latest approved version of the EPA MOBILE model and the latest dispersion model or CAL3QHC model.

A separate Highway Traffic Noise Study will be required, utilizing the FHWA Traffic Noise Model (TNM) and the new July 2011 DOTD Highway Traffic Noise Policy.

Deliverables
The Consultant will submit up to the noted number of copies of the following deliverables during the contract performance period:

	Description	Draft Copies	Revised Copies	Final Copies	Print-Ready Original	Compact Disk PDF) (if needed)
1	Work Plan & Schedule	1	1	10		
2	Solicitation of Views Packet	1	1	75		
3	Wetlands Findings Report	5	5	5		1
4	Biological Assessment	5	5	5		1
5	Phase I ESA Report	3	3	5		1
6	Air Quality Study	3	3	5		1
7	Noise Study	3	3	5		1
8	Cultural Resources Survey Report	5		5		1
9	Cultural Resources Site Form			2		
10	Cultural Resources Standing Structure Form			2		
11	Conceptual Stage Relocation Plan	1		3		
12	DEIS Document	10	10	75		1
13	FEIS Document	10	10	75		1
14	Public Meeting Summary	1		75	1	
15	Public Hearing Summary	1		75	1	

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and

guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED BY DOTD

DOTD will provide copies of or access to maps, surveys, plans, right-of-way information and/or any other pertinent information, in its files which may assist the Consultant Team in performing this work.

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

- Level 1 Toll Study

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **720 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a non-negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. 2004 Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. 2009 DOTD Design Guidelines to the list
22. Roadside Design Guide

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one of the Principals of the firm shall be professionally competent in the preparation of National Environmental Policy Act (NEPA) documents for the Federal Highway Administration (FHWA), including preparation of a previous Environmental Impact Statement.
2. Each Prime Consultant must also employ, on a full-time basis, or through the use of a Sub-consultant(s):
   a. One environmental professional with a minimum of three years experience with mobile source air quality analyses
   b. One environmental professional with a minimum of three years experience with highway traffic noise analyses

c. One wetland biologist with a degree in biology or a related field and three years experience in wetland determinations

d. One Principal Investigator for the archaeological work must meet the Archaeological Qualifications as published in the *Louisiana Register* on April 20, 1994

e. Ecological, archaeological, and other environmental professionals as required for the performance of a significant portion of this work.

f. The Prime consultant must employ on a full time basis a minimum of **four** Louisiana Registered Professional Civil Engineers and corresponding support staff.

g. At least one Principal or a responsible member of consultant must be a Louisiana Registered Professional Civil Engineer with **ten** years experience in bridge design.

h. One professional must have done a Level 1 toll study.

i. One professional engineer with at least three years experience in traffic analysis.

j. One LA Registered Professional Civil Engineer with at least five years experience in roadway design.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; ******
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

****** The NEPA Studies (EN) performance rating will be used for this project.

Complexity Level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Peggy Paine – Project Manager
3. Quang Nguyen
4. Chris Guidry
5. Fred Bourne
6. Ford Galtney

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of $1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed

by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.004782.2,** and will be submitted **prior to 3:00 p.m. CST** on **Monday, August 22, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.